

Time Standards Reporting Submission Instructions

Courts must submit the Time to Disposition Summary reports for the case types and time periods listed below.

To submit a report:

1. **Save the Excel file of the Time to Disposition (TTD) Summary Report with a file name** that contains the **case type prefix** which can be found in the table below (e.g., DUI or ADJ), followed by the **4-digit court ID** (e.g., 0704), and **year** (e.g., FY20). This file type should not include any spaces or other characters (e.g., ADJ0400FY20).
2. **Email the TTD Summary Report Excel file** to research@courts.az.gov with the subject line “Time Standards Reports” and the 4-digit Court ID.

Case Type	Phase	Case Type Prefix	Period: FY20	Due
Superior Courts				
Civil	1	CV	7/1/2019 – 6/30/2020	July 2020
Felony	1	CR	7/1/2019 – 6/30/2020	July 2020
Family Law Dissolution and Allocation of Parental Responsibilities	2	DIS	7/1/2019 – 6/30/2020	July 2020
Probate Guardianship/Conservatorship	3	GUA	7/1/2019 – 6/30/2020	July 2020
Probate Mental Health	3	MH	7/1/2019 – 6/30/2020	July 2020
Criminal Post-Conviction Relief	4	PCR	7/1/2019 – 6/30/2020	July 2020
Family Law Temporary Orders	4	TO	7/1/2019 – 6/30/2020	July 2020
Family Law Post-Judgment Motions	7	FPM	7/1/2019 – 6/30/2020	July 2020
Protection Orders Ex Parte Hrgs	6	POE	7/1/2019 – 6/30/2020	July 2020
Protection Orders Contested Hrgs		POC	7/1/2019 – 6/30/2020	July 2020
Limited Jurisdiction Court Appeals	7	LJA	7/1/2019 – 6/30/2020	July 2020
Juvenile Courts				
Delinquency and Status Offense	1	DEL	7/1/2019 – 6/30/2020	July 2020
Dependency Permanency Hearings	1	DEP	7/1/2019 – 6/30/2020	July 2020
Dependency Termination of Parental Rights	1	TPR	7/1/2019 – 6/30/2020	July 2020
Dependency Adjudication Hearings	2	ADJ	7/1/2019 – 6/30/2020	July 2020
Justice and Municipal Courts				
Misdemeanor DUI	1	DUI	7/1/2019 – 6/30/2020	July 2020
Civil Traffic	2	CT	7/1/2019 – 6/30/2020	July 2020
Justice Court Civil	3	CIV	7/1/2019 – 6/30/2020	July 2020
Criminal Misdemeanor	3	CM	7/1/2019 – 6/30/2020	July 2020
Eviction Actions	4	EA	7/1/2019 – 6/30/2020	July 2020
Civil Local Ordinance	4	CO	7/1/2019 – 6/30/2020	July 2020
Small Claims	5	SC	7/1/2019 – 6/30/2020	July 2020
Protection Orders Ex Parte Hrgs	6	POE	7/1/2019 – 6/30/2020	July 2020
Protection Orders Contested Hrgs		POC	7/1/2019 – 6/30/2020	July 2020